**Expansion of Incubator Services**

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Bob: Paperwork and concerns:

* Teaming with Alfred to support UB Hotspot.
  + Alfred is not applying
  + Could not be supported on merits
  + No Proposal while that are supporting UB: Conflict
  + Use UB application as a model for our application
* Regional Goals of the UB plan aggressively
* New capital initiatives
* Regional support

How well does the application meet the strategies and priorities identified in the Regional Council Strategic Plan?

* LED Report
* Online REDC update
* RECD

What is the strategic plan for the operation of the incubator?

**LWRP? Waterfront Development Plan.**

* Is there data in the report and proposal that would hold

SUNY 2020 economic development analysis, etc:

1. What can we match for in-kind: waiting on data from state.
   1. Match: SUNY dollars cannot be used
   2. RF might be able to used
   3. Need the answer from UB or my inquiries
   4. ARC: Federal Dollars
   5. **$125,000 from the SUNY Foundation in is hand with letter of commitment.**
   6. MOU with UB for Inkind from entrepreneurs and reactors (?)
   7. Board members and quantity their time as inkind
   8. Ad hock support system: quantify it.
   9. Percent of time or number of hours for quantification
   10. Pro bono workshops
   11. Advisory group/mentoring group time quantified
   12. Marketing expertise as time massaged.
   13. STATE:
       1. Kevin Kearns time
2. Answer: Does the incubator's operating budget demonstrate financial soundness and strength? **What dollars can be used as cash match that fall outside the “state” dollars and have money to start working immediately been approvoved and waiting for the check.**
   1. Track record
   2. University support: inkind of building
   3. ?$80,000 operating support
   4. **Kathy Young: state? Potential dollars Cash match**
   5. Oishie
   6. Earmarks from Higgins
   7. Northstar
3. **Collaboration**: “Is your application being done in partnership with other incubators in the region. If so, please list partner incubators and attach letters of participation by such incubators.
   1. UB: Woody
   2. Alfred: LOS
   3. TCIE Center for Industrial Effectiveness: Regional collaboration to market their product effectively and with the new staff we can better implement to our clients and area. Affiliated with UB.
   4. CEL: UB grad school of management center for entrepreneurial leadership.
   5. SUNY 2020 Collaborators:
      1. Statistics on poverty
      2. Unemployment
      3. Education and training
      4. Expanded
   6. REDC Goal

Potential match dollars:

* Campus contributions to the incubator:
  + Telephone
  + Supplies
  + Furniture

1. Strategic Plan Rewrite
2. Project Lead in CFA Document
3. Alignment with REDC
   1. Job
   2. Stats
4. Joint application with UB
5. “What new or expanded programs or services will be provided to start-up companies within the region as a result of the grant funding? Please provide a brief breakout of how the State funds will be used if awarded.”
   1. **Senior Mentoring Program**: Cultivate community support and insure the community is invested in the program.
      1. Build out and expand a network of experienced executives and business tied to entrepreneurs at the incubator
   2. **Recruiting an Angel Investor Network:** 
      1. Recruit
      2. Fund
      3. Mentor
      4. Invest
   3. **Align with regional goals:**
   4. **Peter Reinhart Study of Incubator Impact**
   5. **Marketing:**  cultivate community support
      1. Website
      2. Constant Contact
      3. Documents: brochure
      4. Community events
      5. Ads in trade magazines
      6. Event sponsorships
      7. Open House
      8. Incubator 101 on campus
      9. Bill Boards
   6. Align with County and Jamestown
   7. **New and Expanded Programs**
   8. “Shared Characteristics of successful rural incubator” Pg. 7 of the
      1. Utilize regional support networks
      2. Focus on sustainability minimizing reliance on pubic funding and maximizing income from rent and services with best practices
      3. Provide clients access to capital: loan funds, Equity funds, linkages with capital networks.
         1. IDA
         2. TLDC: Dunkirk Local Dev. Corp
         3. University’s economic Development efforts
            1. Foundation Funds
         4. Community Investment Trust Fund
            1. Sells shares to community members
         5. NCCF Endowment Funds
         6. ARC?
      4. Incutrack: <http://www.incutrack.com/>
      5. Evaluating existing services and programming and ensuring continual improvement
      6. Cultivate community support: marketing, Chamber of Commerce [Textivia](http://textivia.com/),
   9. Offering curriculum in entrepreneurship community stakeholders for clients and communities
6. Providing direct client assistance and strong program management
7. Name the component companies and organizations in our regional support network.
8. Evaluation of the program.
9. Marketing:
   1. Website
   2. Constant Contact
   3. Documents: brochure
   4. Community events
   5. Add in trade magazines
   6. Event sponsorships
   7. Open House
   8. Incubator 101 on campus
   9. Bill Boards
10. Workshops
    1. Idea fair
    2. Open community talent draw
       1. Students
       2. Faculty
       3. Community members
11. Align with Jamestown and County
12. Track Record:
    1. Number of apps reviews
    2. Clients
    3. Oishei Report

* BOB: Answer: Does the incubator's operating budget demonstrate financial soundness and strength?
  + Track record
  + University support: inkind of building
  + ?$80,000 operating support
  + **Kathy Young: state? Potential dollars Cash match**
  + Oshie
  + Earmarks from Higgins
  + Northstar

**Strategic plan;** go with original

* REDC Fit
* Numbers are already of the plans goals

**Kearns New Position: University’s commitment of economic development.**

Benson:

* Buy Rural Business Incubation: Pg 8. Of Incubator
* LWRP Waterfront Plan: Ask Mark Geuiss? Ask **Jay Warren** County Chadwick Back LLC. Hanover and seven municipalities. Director Kathy Tampio
* Strategic Plan: 08-09 Rewrite

Cornell

* RECD Alignments
* Slide on Presentation at JCC
* LED: Local Economic Development: Tom England
* Read 2020 for connections

Fritzinger:

* UB Proposal
* Workshop Lists
* LED Plan for north county with REDC Plan
* Numbers on clients an applications
* Answer: Does the incubator's operating budget demonstrate financial soundness and strength?
  + Track record
  + University support: inkind of building
  + ?$80,000 operating support
  + **Kathy Young: state? Potential dollars Cash match**
  + Oshie
  + Earmarks from Higgins
  + Northstar
* Budget is stable over years
* Crowd Sourcing
* Crowd Funding: Fredonia alum invented it
* What is your demonstrated ability to successfully transition technology from a college, university or research laboratory to the marketplace?

LOS:

* County Chautauqua
* Erie County
* IDA
* Stan Lundine
* Mayor Jamestown
* Mayor of Fredonia
* Mayor of Dunkirk
* Start up NY People: key members of SUNY Advisory committee
* Tranum for Beeson and CC Education Coalition
* Trucklite
* Cummins
* Kathy Young
* Andy Goodell
* Reed
* Higgins
* Ginny
* Assemblyman Kearns
* Alfred
* STW
* WIB: Katie Guiess
* JCC: SBIC
* Incubator Clients
* Jamestown Renaissance Corp
* ECC
* Buff State
* Oishei
* Gebbie
* LED: Local Economic Development: Tom England
* Tiffinty
* Alumni association
* Chair of the Board: Frank Pagano

CFA Application documents, questions, jobs and funding list

Are you a Not-for-Profit Organization (excluding governmental entities)?

Yes

No

Starting in 2013, not-for-profit organizations will be required to be pre-qualified in order to contract with NYS. Please visit [www.grantsgateway.ny.gov](http://www.grantsgateway.ny.gov) for additional information regarding the pre-qualification process and requirements.

If you have completed the pre-qualification process, enter your **pre-qualification identification number** here:   


# Required & Optional Documents

## Legend

* this document has been uploaded
* this document is required but has not been uploaded
* this document is optional and has not been provided. Optional documents are helpful in the evaluation of your application, but not required.
* the uploaded document is "restricted": The document will only be shared with the state agency/authority that is required to review this application.

## Instructions

**For assistance scanning your documents, please bring your documents to any of these** [**Regional Offices**](https://apps.cio.ny.gov/apps/cfa/assets/Regional%20Offices.pdf)

Your application may require you to upload supporting documents. **These files must be in** [**PDF**](https://apps.cio.ny.gov/apps/cfa/help.cfm?section=pdf) **format and cannot be larger than 10 MB in size. Avoid using special characters like \*,%,# in your document name as this will cause errors in the upload.** If an attachment question requires more than one document, you must create a single PDF file that contains all the required documents. More information is available on [how to create PDFs from other documents](https://apps.cio.ny.gov/apps/cfa/help.cfm?section=pdf).

You may proceed with your application without uploading these documents. However, if supporting documents are required, you must return to this section and upload the required documents before you can finalize and submit your application.

Your answers will be automatically saved whenever you tab to the next question or when you click outside the answer box in which you are working. You may also click the "Save" button at the bottom of the screen to save your responses.

### New York State Business Incubator and Innovation Hot Spot Support Program

 Q\_2020

How well does your organization conform to the best practices as defined by the National Business Incubator Association (NBIA) and other organizations representing incubators? Please take the self-assessment test from NBIA at: http://www.nbia.org/resource\_library/peer/benchmark/index.php

Does the incubator's operating budget demonstrate financial soundness and strength?

Is your application being done in partnership with other incubators in the region. If so, please list partner incubators and attach letters of participation by such incubators.

**Questionnaire**

**Legend**

* the question has been answered
* an answer is required but has not been provided
* an answer is not required and has not been provided
* the answer is "restricted": The answer will only be shared with the state agency/authority that is required to review this application.

*Disclaimer* The questions posed in the initial sections of the Consolidated Funding Application are designed to elicit general, *non-confidential* information about the applicant and its project. Information the applicant believes is confidential (e.g., trade secrets or other sensitive business or personal information) should only be provided, to the extent required, in response to questions designated Restricted Icon- "Restricted Questions" in the later program-specific portions of this application. Information provided in response to Restricted Questions will not be provided to members of Regional Economic Development Councils, and will be shared only with agencies and public authorities that are responsible for program administration and making decisions on your application, and will be protected from disclosure by agencies and public authorities in a manner that is consistent with state law.

**Instructions**

To proceed with your application, please answer the following questions.

If your answers are lengthy, we recommend you type your answers into a word processor and paste them into the application so you will always have a copy of your answers. (Note: By design, most of the formatting you create with your word processor will be lost when you paste answers into the application.)

Your answers will be automatically saved whenever you tab to the next question or when you click outside the answer box in which you are working. You may also click the "Save" button at the bottom of the screen to save your responses.

 Legal Name of Applicant



 Q\_550

If you are a DBA, what is your DBA name?



 Q\_969

If you are a business, have you been certified as a New York State Minority or Women-owned Business Enterprise (MWBE)?

Yes   
No   
N/A

 Q\_551

Applicant Street Address



 Q\_552

Applicant City



 Q\_553

Applicant State



 Q\_554

Applicant ZIP Code. (please use ZIP+4 if known)

min characters: 5 , max characters: 9

 Q\_555

Applicant Email Address

Email, e.g. name@example.com

 Q\_651

Applicant Telephone Number, (please include area code)

Phone number, e.g. ###-###-####

 Q\_928

Project Street Address: if the project does not have a definite street address, please skip to "Project without a Street Address" below.

min characters: 1 , max characters: 60

 Q\_565

Project City

min characters: 1 , max characters: 40

 Q\_972

Project county or counties.

min characters: 1 , max characters: 75

 Q\_568

Project State

min characters: 1 , max characters: 10

 Q\_572

Project Latitude

[Show Help](https://apps.cio.ny.gov/apps/cfa/questionnaire.cfm)

Decimal min value: 40 , max value: 49.99

 Q\_573

Project Longitude

[Show Help](https://apps.cio.ny.gov/apps/cfa/questionnaire.cfm)

Decimal min value: -79.9 , max value: -70

 Q\_184

NYS Assembly District(s) where the project is located. (please enter a number between 1 and 150 that represents your Assembly District)

[Show Help](https://apps.cio.ny.gov/apps/cfa/questionnaire.cfm)

Integer min value: 1 , max value: 150

 Q\_190

NY Senate District(s) where the project is located. (please enter a number between 1 and 63 that represents your Senate District)

[Show Help](https://apps.cio.ny.gov/apps/cfa/questionnaire.cfm)

Integer min value: 1 , max value: 63

 Q\_2364

What is the status of State and/or Federal Environmental Review? If review of the project is underway or completed pursuant to the State Environmental Quality Review Act (SEQRA) or National Environmental Policy Act (NEPA), please indicate the lead agency (if applicable).



#### Prior CFA Funding

 Q\_2362

If funding was awarded in prior CFA rounds, what were the CFA numbers for which funding was awarded? (separate multiple CFA numbers with commas)



## Standard Question

### New York State Business Incubator and Innovation Hot Spot Support Program

 Q\_2021

First Name of Project Lead



 Q\_2022

Last name of Project lead.



 Q\_2023

Phone number of Project Lead

Phone number, e.g. ###-###-####

 Q\_2024

Email of Project Lead.

Email, e.g. name@example.com

 Q\_2046

What designation are you applying for?

[Show Help](https://apps.cio.ny.gov/apps/cfa/questionnaire.cfm)

 Q\_2044

Type of Applicant (select all that apply)

[Show Help](https://apps.cio.ny.gov/apps/cfa/questionnaire.cfm)

For Profit   
Not-For-Profit   
Public Higher Education Institution   
Private Higher Education Institution   
Independent Research Institution   
Federal organization   
State organization   
Regional organization   
County organization   
Local organization

 Q\_2025

How well does the application meet the strategies and priorities identified in the Regional Council Strategic Plan?

[Show Help](https://apps.cio.ny.gov/apps/cfa/questionnaire.cfm)

  
min characters: 1 , max characters: 5000

 Q\_2047

What is the strategic plan for the operation of the incubator?

[Show Help](https://apps.cio.ny.gov/apps/cfa/questionnaire.cfm)

  
min characters: 1 , max characters: 6000

 Q\_2026

What is the track record of your incubator in accelerating growth of start-ups?

[Show Help](https://apps.cio.ny.gov/apps/cfa/questionnaire.cfm)



 Q\_2027

What new or expanded programs or services will be provided to start-up companies within the region as a result of the grant funding? Please provide a brief breakout of how the State funds will be used if awarded.

[Show Help](https://apps.cio.ny.gov/apps/cfa/questionnaire.cfm)

  
min characters: 1 , max characters: 6000

 Q\_2034

Is your incubator affiliated with a college or university or a group of colleges and universities or independent research laboratories in the region? If you are not applying for a Hot Spot designation you are not required to answer this question.

[Show Help](https://apps.cio.ny.gov/apps/cfa/questionnaire.cfm)

  
min characters: 0 , max characters: 4000

 Q\_2033

What is your demonstrated ability to successfully transition technology from a college, university or research laboratory to the marketplace?

[Show Help](https://apps.cio.ny.gov/apps/cfa/questionnaire.cfm)

  
min characters: 0 , max characters: 5000

# Jobs

Top of Form

## Net New Jobs

No job answers necessary due to your associated programs.

## Qualified Investments

No investment answers necessary due to your associated programs.

Bottom of Form

# Project Funding

## Instructions

The following section will collect information regarding your project's cost and funding. Please follow the instructions associated with each section below.

Top of Form

## Total Project Cost

The TOTAL cost of the project for which funds are being requested via this CFA. Projects that have multiple phases should be careful to include ONLY the phase covered by this CFA round.

Total project cost: $

## Funding Requested from Program

The amount you are requesting from each program on your application.

| **Program** | **Amount Requested** | | |
| --- | --- | --- | --- |
| New York State Business Incubator and Innovation Hot Spot Support Program | $ |  |  |

## Program Budget

For each program, indicate the sources and uses of funds required to complete the project for which funds are being requested. If you are requesting funds from multiple programs, the sum of all program requests should equal the total CFA funding requested. The Program Budget should be consistent with any program match requirements or funding limits, as detailed in the program’s HELP section. Include all non-CFA sources such as private funding, funds from lending institutions, and in-kind, as allowed by the program. If a funding source supports multiple uses, each source should be accompanied by a separate use and amount.

### New York State Business Incubator and Innovation Hot Spot Support Program

| **Use**  **?** | **Source**  **?** | **Amount** | **Indicate Source / Comments** | **Add / Remove** |
| --- | --- | --- | --- | --- |
|  |  | $ |  |  |
| Total - New York State Business Incubator and Innovation Hot Spot Support Program: | |  |  |  |

Bottom of Form